

JOB DESCRIPTIONS

Position Title: Assistant Manager

Minimum Qualification: Bachelor's Degree

Position Descriptions

The Position shall directly report to Manager, HR and Administration Division and work under his/her supervision to carry out the following tasks.

- Assist in analyzing training needs and come with long term and short term training plans. He/she must be competent enough carry out training analysis and identifying training gaps.
- Analyze manpower requirement and devise recruitment/manpower succession planning on annual basis.
- He/she must have the initiative and drive to improve HR System, procedures and policies which may add value on the overall function of the company.
- Attend to staff welfare and grievances as per the Company's service norms and procedures.
- Conduct induction program to the staff who are not aware of the basic company's procedures and norms, especially newly appointed employees.
- Initiate institution of Human Resource Management Information System, where critical information can be accessed for facilitating timely management decision and services to the employees.
- Assist to formulate and amend Service Manual from time to time.
- Ensure all financial and non-financial benefits for the employees are enforced as per the provision of the Company's Service Rules.
- Initiate disciplinary proceedings against the erring employees following standard procedures prescribed in the Service Manual.
- Implement promotion, training, leave and transfer rules as per the provision of the Service Manual.

- Compile and evaluate appraisal of staff's performance on annual basis. Come up with the mechanism to improve the performance of those staff rated as unsatisfactory.
- Coordinate HRC Meetings and its follow up. Liaise with other divisions carrying out HR actions whenever necessary.
- Initiate recruitment of contract staff following the guidelines contained in the Service Manual.
- Carry out other task as and when instructed.